

BOARD MEETING MINUTES

MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

November 21, 2013

The Mississippi Department of Information Technology Services Board met in the Board Room of the ITS Office Building, 3771 Eastwood Drive, Jackson, Mississippi 39211, on Thursday, November 21, 2013, at 11:00 a.m.

Members Present:

Rodney Pearson, Chairman

Lynn C Patrick, Vice-Chairman

J. Keith Van Camp

Thomas A. Wicker (arrived during Agenda Item No. 3)

Members Not Present:

D. Shane Loper

Legislative Advisors Present:

Representative Gary V. Staples

Legislative Advisors Not Present:

Senator Sampson Jackson, II

Staff Members Present:

Craig Orgeron, ITS Executive Director

Michele Blocker, ITS Chief Administrative Officer

Roger Graves, ITS Chief Operating Officer

Lynn Ainsworth, Information Systems Services (ISS) Division Director

Laura Pentecost, Data Services Division Director
Steven Walker, Telecomm Services Division Director
David Johnson, Internal Services Division Director
Jay White, Information Security Division Director
Drew Schimmel, Special Assistant Attorney General
Tina Wilkins, ISS Procurement Process Specialist
Renee Murray, ISS Technology Consultant
Ben Garrett, ISS Technology Consultant
Anthony Hardaway, ISS Technology Consultant
Paula Conn, ISS Technology Consultant
Donna Hamilton, ISS Technology Consultant
Chris Grimmer, ISS Technology Consultant
Teresa Washington, ISS Technology Consultant
Kenny Wilson, ISS Technology Consultant
Jill Chastant, ISS Technology Consultant
Debra Brown, IT Planning Coordinator
Kevin Gray, IT Planning Coordinator
Caren Brister, Strategic Communications
AliceClaire Thompson, Strategic Communications
Leslie Swilley, Internal Services Division
Gina Sullivan, Internal Services Division
Jerry Guillory, Data Services Division
Gary LeBlanc, Infrastructure Planning Architect
Ravaughn Robinson, Emerging Technology Coordinator

Others Present:

Ben Cohen, Mississippi Department of Transportation
Ray Barksdale, Mississippi Department of Transportation
Mike Roberts, Mississippi Department of Transportation
Thomas McElroy, Governor's Office
Dr. Leeson Taylor, Greenville Public School District
Scottie Saulter, Greenville Public School District
Carletta Taylor, Greenville Public School District
Tammy McClain, University of Mississippi Medical Center
Wyatt Williamson, University of Mississippi Medical Center
Chris Lofton, University of Mississippi Medical Center
Jim Maher, Office of State Aid Road Construction
J.D. Hardy, Mississippi State University
Brandon Jolly, Mississippi State University
Vicki Helfrich, Mississippi Wireless Communication Commission
Bill Buffington, G.S. Holdings
Ed Gogel, Presidio
Tim Ross, Presidio
Nathan Slater, CSpire
Terrell Knight, CSpire
Karen Newman, The Clay Firm
John Sullivan, GPAC
Bertram Jenkins, Logista
Alan Hasling, Microsoft
Mark McLemore, GMC
Brent Duncan, AT&T

Rodney Pearson called the meeting to order and asked guests to introduce themselves.

Agenda Item No. 1: Rodney Pearson directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on October 17, 2013.

On motion by Lynn Patrick and second by Keith Van Camp that the minutes of the October 17, 2013 meeting be approved as written:

Motion carried; unanimously.

Agenda Item No. 2: Donna Hamilton and Chris Lofton, Director Revenue Cycle Management, presented an overview and request to issue RFP No. 3712-39973 for the acquisition of Small Balance Insurance Follow-Up Services for the **UNIVERSITY OF MISSISSIPPI MEDICAL CENTER (UMMC)**. The staffs of ITS and UMMC jointly request approval to advertise and publish RFP No. 3712-39973 for the acquisition of Small Balance Insurance Follow-Up Services for the UMMC.

On motion by Keith Van Camp and second by Lynn Patrick that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 3: Ben Garrett and Dr. Leeson Taylor, Superintendent, and Scottie Saulter, I.T. Supervisor presented the recommendation for Project Number 40831, submitted under the ITS Planned Purchases Procedure for Fiscal Year 2014 by the **GREENVILLE PUBLIC SCHOOL DISTRICT (GPSD)**. The staffs of ITS and the GPSD jointly recommend approval of the Planned Purchases Request to purchase Apple iPads, charging accessories, AppleCare protection plans and AppleCare support plans using the Apple EPL No. 3707A from Apple, Inc., at a cost not to exceed \$2,052,068.00 for Fiscal Year 2014.

On motion by Lynn Patrick and second by Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 4: Teresa Washington and Vicki Helfrich, Executive Officer, presented an overview and request to issue Letter of Configuration (LOC) Number 40580, based on General RFP No. 3708, for the acquisition of quality assurance and quality control consulting services for the **MISSISSIPPI WIRELESS COMMUNICATION COMMISSION (WCC)**. The staffs of ITS and the WCC jointly request approval to publish LOC No. 40580 for the acquisition of quality assurance and quality control consulting services for the continuation of the MSWIN implementation for the WCC.

On motion by Tom Wicker and second by Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 5: Debra Spell, and Roger Graves, Chief Operating Officer, presented an overview and request to issue RFP No. 3723-40437 for the services of a Vendor to consolidate the State's multiple stand-alone e-mail environments into a single cloud-hosted enterprise e-mail offering, and to increase the amount of the protest bond for the **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES (ITS)** on behalf of State of Mississippi agencies, institutions, and governmental entities. The staff of ITS requests approval to advertise and publish RFP No. 3723-40437 for the services of a Vendor to consolidate the State's multiple e-mail environments into a single cloud-hosted enterprise e-mail offering, and increase the protest bond amount to \$1,000,000.00 for ITS on behalf of State of Mississippi agencies, institutions, and governmental entities.

On motion by Keith Van Camp and second by Tom Wicker that the staff recommendation be

approved:

Motion carried; unanimously.

Agenda Item No. 6: Chris Grimmer, and J.D. Hardy, Interim Associate Director for Utilities, presented Project No. 40899, requesting approval for the sole-source acquisition of a radio system upgrade from Harris Corporation for **MISSISSIPPI STATE UNIVERSITY (MSU)**. The staffs of ITS and MSU jointly recommend Harris Corporation as the sole-source provider of a radio system upgrade, at a total 1-year lifecycle cost of \$1,477,564.00.

On motion by Tom Wicker and second by Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously, with Rodney Pearson recusing himself for the duration of the agenda item.

Agenda Item No. 7: Chris Grimmer, Ray Barksdale, CIO, Ben Cohen, Systems Manager, and Mike Roberts, IS Administrative Manager, presented the recommendation for Project Number 40755 for the continuation of the Agreement with SAP Public Services, Inc. for consulting services for Financial Management System enhancements for the **MISSISSIPPI DEPARTMENT OF TRANSPORTATION (MDOT)**. The staffs of ITS and MDOT jointly recommend approval of the continuation of this Agreement with SAP Public Services, Inc. through December 31, 2014 in an amount not to exceed \$500,000.00 for consulting services. With this increase, the revised total not-to-exceed lifecycle cost of this project is \$960,000.00.

On motion by Tom Wicker and second by Lynn Patrick that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 8: Jill Chastant and Jim Maher, Systems Manager I, presented the

recommendation for RFP No. 3609-40955 for an increase to the Agreement with ViXio Technology, LLC for digital images to be converted and copied to KnowledgeTree for the **OFFICE OF STATE AID ROAD CONSTRUCTION (OSARC)**. The staffs of ITS and OSARC jointly recommend approval of the increase to the Agreement with ViXio Technology, LLC, through December 31, 2015, in an amount not to exceed \$280,000.00 for additional digital images to be converted and copied to KnowledgeTree. With this increase, the revised total not-to-exceed lifecycle cost of this project is \$1,108,755.00.

On motion by Keith Van Camp and second by Lynn Patrick that the staff recommendation be approved:

Motion carried; unanimously.

The Board acknowledged Agenda Item No. 9 regarding the *Information Technology Positions by Agency and Occupational Analysis Reports* as of October 31, 2013.

The Board acknowledged Agenda Item No. 10 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

The Board discussed Agenda Item No. 11 regarding authorization of per diem, travel and other expenses for ITS Board members through June 30, 2014. The staff of ITS recommends a motion to authorize per diem, travel and other expenses as required for ITS Board members to attend the scheduled monthly meetings of the ITS Board through June 30, 2014, along with other meetings as required in the performance of their duties.

On motion by Tom Wicker and second by Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously.

The Board discussed Agenda Item No. 12 regarding verification of quorum for next ITS Board Meeting scheduled for Thursday, December 19, 2013.

On motion by Lynn Patrick and second by Tom Wicker that the following per diem and expenses be approved:

Keith Van Camp - per diem and expenses for 1 day;

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Lynn Patrick - per diem and expenses for 1 day;

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Rodney Pearson - per diem and expenses for 1 day;

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Tom Wicker - per diem and expenses for 1 day;

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Motion carried; unanimously.

There being no further business, the meeting was adjourned by Rodney Pearson.

The Mississippi Department of Information Technology Services Board reconvened in Conference Room 106 of the ITS Office Building, 3771 Eastwood Drive, Jackson, Mississippi 39211, on Thursday, November 21, 2013, immediately following the conclusion of the regularly scheduled monthly meeting.

Members Present:

Rodney Pearson, Chairman

Lynn C Patrick, Vice-Chairman

J. Keith Van Camp

Thomas A. Wicker

Members Not Present:

D. Shane Loper

Legislative Advisors Present:

Representative Gary V. Staples

Legislative Advisors Not Present:

Senator Sampson Jackson, II

Staff Members Present:

Craig Orgeron, ITS Executive Director

Michele Blocker, ITS Chief Administrative Officer

Roger Graves, ITS Chief Operating Officer

Lynn Ainsworth, Information Systems Services (ISS) Division Director

Laura Pentecost, Data Services Division Director

Steven Walker, Telecomm Services Division Director

David Johnson, Internal Services Division Director

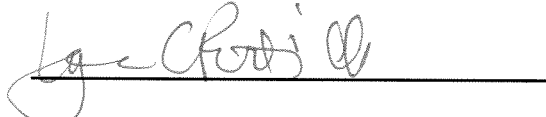
Jay White, Information Security Division Director

Rodney Pearson called the meeting to order and directed the Board's attention to the topic of the meeting, a planning session for ITS.

There being no further business, the meeting was adjourned by Rodney Pearson.

A handwritten signature in cursive script, reading "Rodney Pearson", written over a horizontal line.

Rodney Pearson, Chairman

A handwritten signature in cursive script, reading "Lynn Patrick", written over a horizontal line.

Lynn Patrick, Vice-Chairman